

24 JAN 1983

MEMORANDUM FOR: Chief, Position Management and Compensation  
Division, Office of Personnel

FROM: Daniel C. King  
Director of Logistics

O + M - 2  
T-3

SUBJECT: Survey of the Office of Logistics' Procurement  
Management Staff [redacted]

25X1

1. The Procurement Management Staff (PMS), reporting directly to the Director of Logistics, assists in the management of the decentralized research and development teams and the centralized Procurement Division. The staff functions as the overall point of coordination for the creation and maintenance of uniform Agency procurement policies and procedures and as a focal point for efforts to increase the efficiency and effectiveness of Agency procurement. The chief of the staff serves as the Procurement Executive for the Agency with Agency-wide responsibility to oversee development of procurement systems. On behalf of the Director of Logistics, the staff also performs periodic reviews of the contracting teams and the Procurement Division to ensure that procurement policies are implemented by uniform procedures and practices. The chief of the staff is the Agency representative on various interagency committees concerned with procurement. [redacted]

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2. The chief of the staff is Chairman of the "M" Panel within the Logistics Career Service and is responsible for managing and enhancing career development of the procurement work force. He also interviews and recommends potential candidates for inclusion in the procurement career system. The chief of the staff also serves as a member of the Logistics Career Board to develop recommendations on rankings, assignments, and training for all Logistics careerists. [redacted]

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3. The Contract Information Branch (CONIF), and the [redacted] [redacted] also fall under the jurisdiction of PMS. CONIF is a computerized contract information system containing all significant data elements which enable the branch to provide support to the contracting officers while administering contracts. The system also permits management visibility of the Agency procurement system. [redacted]

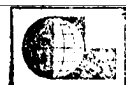
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4. The chief of the staff serves as principal advisor and consultant to the Chairman, ACRB, and assumes the duties of the chairman (Deputy Director of Logistics) in his absence. The ACRB is the reviewing authority for selected procurement actions which are presented to the Board by the various Agency contracting officers. The Director of Logistics relies on the ACRB for advice and recommendations prior to approving or disapproving these requests.  25X1

~~For Signature G. King~~

Daniel C. King

Attachments:

- A. Wiring Diagram
- B. PMS Position Listings
- C. PMS Position Descriptions

Distribution:

- Orig - Addressee, w/atts
- 1 - D/L Chrono, w/o atts
- 1 - C/P&TS, w/atts
- 1 - OL Files, w/o atts
- 1 - PMS Official, w/atts
- 1 - PMS Chrono, w/o atts

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